

# Brixham Town Council

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## Minutes of the Meeting of Evaluation Committee

held at Conference meeting Room, Brixham Town Hall on 31<sup>st</sup> January 2019 at 7.00pm

**Present:** Cllrs P Addison, I Carr, R Clarke, S Clutterbuck and D Giles.

**Attending:** Tracy Hallett, Town Clerk and one member of the public.

**19000. Apologies.**

Cllr J Regan.

**19001. Declarations of Interest.**

None.

The Declarations of interest register was available to sign.

**19002. To accept requests for dispensation.**

None

**19003. Minutes of the meeting held on 18.10.18.**

The minutes and the confidential notes of the meeting held on 18.10.18 were **resolved** and signed as correct with the following correction:

18028 remove the word "in"

**19004. Policies.**

Paternity

Some small changes were made and it was **resolved** to recommend to Full Council that the policy is adopted.

Leave

Changes were made to the document. However, questions were raised over the "special circumstances" and it was agreed that this should be considered by the policy working group and return to the next Evaluation Committee meeting.

Grievance

Some small changes were made and it was **resolved** to recommend to Full Council that the policy is adopted.

PAT

Some small changes were made and it was **resolved** to recommend to Full Council that the policy is adopted.

**19005. Service Level Agreement**

Brixham Theatre

*It was **resolved** to suspend standing orders*

Members were advised that Cllrs R Clarke & D Giles along with the Town Clerk had recently had a meeting with two representatives of Brixham Theatre CIO and agreed the proforma of a draft agreement. The draft agreement was issued with the agenda pack to ensure Members had an opportunity to consider the content.

Members **resolved** to accept the funding agreement.

*It was **resolved** to reinstate standing orders*

### Brixham Foodbank

It was resolved to accept the revised service level agreement.

### Service Level Agreement for 2019 / 20 budget year

A discussion took place regarding how the SLAs have worked during the first year of SLAs and it was agreed that organisations must sign the SLA prior to any financial support from Brixham Town Council. An SLA / funding agreement should also be set up for Shoalstone Pool CIC.

#### **19006. Training**

It was resolved to accept the request to send the Administrative Assistant on a Clerks Basic course and the Town Clerk on the Advant Edge Webinar.

#### **19007. PART B**

It was **resolved** to exclude the members of the public and press due to the nature of the business about to be discussed.

Confidential notes from this meeting are held separately to these minutes.

It was **resolved** to invite the members of the public and press to re-join the meeting.

#### **19008. Personnel Matters**

A. Job Descriptions:

##### Receptionist / Information Assistant

Members considered the draft job description. They were advised that no changes had been made and that this was purely an opportunity to merge both job roles into one. It was **resolved** to accept the changes and the Town Clerk to consult with the existing staff member.

##### Deputy Town Clerk

Members considered the draft job description. They were advised that the Deputy Town Clerk was currently working on a Deputy Town Clerk role but had an Assistant to the Town Clerk job description. Changes were made to the job description and it was **resolved** to accept the changes and the Town Clerk to consult with the existing staff member with the option of increasing her hours from 30 to 37 per week commencing 1<sup>st</sup> April 2019 now that the Town Council had adopted the 2019/20 budget.

##### Town Lengthsman

Members considered the draft job description. They were advised that the Town Lengthsman role had developed over the last two years and a new job description was required. There was also a need for the role to be flexible to help on the odd occasion when the Facilities Manager may require a second person to carry out their duties.

Changes were made to the job description and it was **resolved** to accept the changes and the Town Clerk to consult with the existing staff member with the following options commencing 1<sup>st</sup> April 2019 now that the Town Council had adopted the 2019/20 budget:

1. Increase hours to 37 per week
2. Consolidating hours to two days per week and employ a second person to carry out the remaining hours per week

*It was **resolved** to extend the meeting for a further 15 minutes.*

##### Facilities Manager

Members considered the draft job description. They were advised that the job description was based on work that the current Facilities Officer was carrying out, but also provided the ability for the role to be flexible to help on the odd occasion when the Town Lengthsman may require a second person to carry out their duties.

Members were advised that the role had developed over the last two years and a new job description was required. Changes were made to the job description including the title of the job role and it was **resolved** to accept the changes and adopt the job description.

## B. Job Advertisements

### Maternity Cover

It was **resolved** to advertise for maternity cover with a start date of 1<sup>st</sup> April.

### Facilities Manager

It was **resolved** to advertise with a start date of 1<sup>st</sup> April.

*It was **resolved** to extend the meeting for a further 10 minutes*

## C. Personnel Matters

Members were advised that a high volume of work has been created as discussed in the Part B section of the meeting. This has resulted in further pressures on the workload.

The Town Clerk has had meetings with all staff recently and working with the Deputy have outlined the work that is not being satisfactorily carried out in the office based on their current job descriptions.

Whilst it is not expected that staff should be restricted to their duties and it should be noted that the Town Clerk and Deputy Town Clerk are still carrying out general day to day duties, which has resulted in stress and pressure and unable to fulfil their own roles.

Since the 1:1 meetings there has been a noticeable improvement and the Town Clerk and Deputy Town Clerk will continue to monitor.

Workload is very high. A lot of time continues to be spent on finance. As reported before, the Advant Edge software is working well and has saved time and streamlined the office administration, but this does not take into account the increase in workload.

The open plan office does not seem to be conducive of a good working environment and there is a need to consider a separate reception area to the main office in any future development.

Research is currently being undertaken for suitable sound reduction methods for the main office to help reduce the acoustics in the hope that we can resolve some of the problems in the interim period until such time we know where the Town Council is going to be located within the regeneration plans.

In the meantime, the Town Clerk is re-evaluating how the office is currently working and what areas need to be improved.

As part of this report members were given details of the staff attendance including leave allowance and hours taken to date, sickness and TOIL levels.

Members were also informed that the Evaluation Committee will need to review the staff payscales prior to the next budget setting due to the changes that have been implemented with the National Employers pay awards

**19009. Items for the next agenda**

- Rules of debate (ie Shoalstone)
- Leave Policy

The meeting closed at 9:30pm

Chairperson ..... Date.....